



Town of Garrett Park

Procedures for Benches Placed on Town-owned

Property

The prices for Bench donations shall be determined as described below and shall be published annually by the Town. For fiscal year 2018, the prices shall be:

For Recycled plastic benches to match those at the bus stops along Strathmore Avenue the price will range from:

\$1,000.00 to \$1,500.00

For teak benches at other locations within the Town, pricing will range from:

Four (4) foot bench: from \$1,200.00 to \$1,700.00

Five (5) foot bench: from \$1,500.00 to \$2,000.00

The final price of the bench will depend on the actual cost of the bench, shipping, installation and the cost of a plaque, if requested.

Residents desiring to make a bench donation must obtain and complete a Bench Application (attached) selecting one of the options above. The bench application can be found on the Town website: www.garrettparkmd.gov

The Town Manager will review the application and work with the applicant to determine the location, size and wording for a plaque, if requested. If the Town Manager and the applicant agree on the size and location, an approval letter and an invoice for the total cost of the bench will be provided to the applicant. The bench will not be ordered until the full amount of the bench as approved by the Town Manager has been paid by the donor.

Only the Town will install the bench and will determine the installation schedule. Installation by the Town includes the assembly of the bench and may include the provision of a concrete base to which the bench will be affixed.

Once installed, benches will be reasonably maintained by the Town. If a bench is destroyed or becomes otherwise unusable, it will be removed by the Town. There will be no automatic replacement of a removed bench. The Town Manager will determine whether a bench is to be replaced.

These procedures apply to benches donated by Town residents. Benches installed by the Town on Town property may or may not adhere to these procedures.



Town of Garrett Park Policy:

Bench Donations

It shall be the policy of the town of Garrett Park to allow, under certain circumstances, for the donation of a bench on Town property by a resident or residents. The procedures for approving such a bench donation shall be provided to the requesting party by the Town Manager.

This policy applies to benches donated by Town residents. Benches installed by the Town on Town property may or may not adhere to this policy.

There are two types of benches which may be donated to the Town. No other benches are allowed to be installed on Town property. The two types of benches are:

Recycled plastic benches provided by the Town which match those at the existing bus stops on Strathmore Avenue within the Town. Recycled plastic benches are installed along Strathmore Ave. at bus stops. The Town Manager will assist in identifying locations for the benches.

Teak benches provided by the Town are installed at other locations within the Town. These benches come in four-foot and five-foot widths. The Town Manager will work with the donor to identify a suitable location for the bench.

The cost of benches will include the Town's cost for the purchase of the selected bench including shipping, the cost of the installation of the bench by the Town and, if requested, the cost of a plaque to be placed on the Bench. The final cost of a bench installation shall be determined by the Town Manager and provided to the donor. The full price of the bench must be paid prior to the ordering of the desired bench.

All benches shall be installed in the Town right of way and once installed, become the property of the Town which will provide the maintenance of the bench. Should the bench be destroyed or otherwise become unusable, a decision on whether to replace an unusable bench will be made by the Town Manager.



**Town of Garrett Park
Bench Donation Application**

Date: _____

Name: _____

Address: _____

Phone: _____ **Email:** _____

Bench location requested: _____

Note: Bench requests for Strathmore Avenue are recycled plastic benches matching those at the Ride-On bus stops. All other locations will have teak benches.

If a plaque is requested, provide the information to be inscribed on the plaque:

The Town Manager will review this application and provide a written response with a description of the approved bench including location, size, plaque request and text and the amount of the final computed fee. Fee must be paid prior to the ordering of the bench.

Email the Request to: managergene@garrettparkmd.gov